

## **eVA Integration Design Team**

Meeting Minutes  
September 7, 2004

### **Opening:**

The meeting of the eVA integration workgroup was called to order at 3:30 PM on 9/7/2004 in Richmond.

### **Present:**

Rachel Pace, CWM (phone)	Lynette Jenkins, CWM (phone)
Berni Kenney, CWM (phone)	Mike Little, ODU (phone)
Will Robbins, CWM (phone)	Jerri Kemp, ODU (phone)
Maria Hatcher, DGS	Parvin Mirshahi, DGS
Marion Lancaster, DGS	Linda Orr, CWM (phone)

### **A. Approval of Agenda**

The informal agenda:

- 1 – Review Minutes
- 2 – Status of AMS Functional/Technical Specification
- 3 – Review Updated Work Breakdown Structure
- 4 – Review Import/Export Specification and Identify Issues
- 5 – SCT Status

### **B. Approval of Minutes**

Minutes were approved as is.

### **C. Issues**

#### **Open Issues**

See separate issues document.

#### **Closed Issues**

No items closed at this session.

### **D. New Business**

1. Review Updated Work Breakdown Structure (Deliverables)
  - Marion Lancaster went over the updated document and identified items that were added or modified.
  - Marion Lancaster will be responsible for the items in section 1.1 with the exception of items 1.1.6.2 and 1.1.9.1. Various individuals were assigned to items in section 1.2. The document will be updated with assignment information. These items will be added to the project plan as tasks. The assigned team member will develop the estimated completion time. Marion and Maria will identify task dependencies.
  - There was a discussion on the Hold Until Date. If used, the PO integration transaction does not occur until the date. This field is not used by CWM, but used by ODU especially at the end of the year.

\*\*\* Note: Minutes reflect discussions, not final decisions. A separate document will be provided with final decisions.

- There was a discussion on the Pcard alias. The Pcard alias not the Pcard number is available on the interface.
  - There was a discussion on the Fiscal Year. Fiscal Year on the eVA requisition screen defaults from the BSO and it can be changed by the user. No system logic guarantees the accuracy.
  - There was a discussion on the PO Category. The eVA and the ERP values must match.
2. Status of AMS Functional/Technical Specification:
    - Marion reported that she spoke to Rich Carr, person at AMS responsible for the document, concerning the status of the Functional Specification corrections. Rich reported to her that the document should be finalized in a few days.
    - AMS is still working on the Technical Specification.
  3. Review Import/Export Specification and Identify Issues:
    - Marion Lancaster discussed data administration issues that might impact the project. Issues identified will be logged and documented on a separate document. VITA's Issues Management Process guidelines will be used as much as possible. Maria Hatcher will be responsible for logging the issues and documented resolutions.
    - Issues were identified from Marion's review of the Requisition Header Import/Export Specification (new requisitions only, change and cancel were not discussed). The issues identified will be logged, documented and disseminated to the group on a separate document.
  4. SCT Status:
    - Management from College of William and Mary is meeting with Jim Dye this Thursday to continue procurement negotiations of Luminis product.
    - Marion Lancaster reported that she spoke to Jim Dye concerning access to the SCT Integration technical document. Jim is waiting on SCT attorney to give the OK.

#### **E. Weekly Meetings**

The next weekly integration meeting will be held on Monday, September 13, 2004 at DGS in the ISS 9<sup>th</sup> floor conference room starting at 10:00 a.m. Please be prepared to give your agency's status on the integration effort and problems if any.

#### **Open Action Items**

##### Old:

1. Update work breakdown structure (Marion Lancaster)
2. Draft scope and objective (Marion Lancaster)
3. Develop rough draft of project plan (Marion Lancaster)
4. Develop performance, quality assurance, and change management plans (Marion Lancaster)
5. Document issues and issues log (Marion Lancaster and Maria Hatcher)
6. Get access to SCT documentation (Marion Lancaster)
7. Document of software cost to CWM (Berni Kenney)
8. Answer to Mike's question "has AMS signed non-disclosure paperwork with SCT?" (Marion Lancaster)

##### New:

9. Ask AMS how the system knows to send DO (EP) transactions and not PCO transactions at purchase order exit point? (Marion Lancaster)
10. Ask AMS if attachments are part of the integration? (Marion Lancaster)

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11. Ask AMS if comments marked to send to vendor and comments marked not to send to the vendor are part of the integration? (Marion Lancaster)
12. Ask AMS if Preferred Order Method (Print or URL) is available on integration? (Marion Lancaster)

#### **Closed Action Items**

1. Develop project contact list (Marion Lancaster) – Closed 9/7/04
2. Organizational chart: - Closed 9/7/04
  - ODU (Jerri Kemp)
  - CWM (Berni Kenney)
  - DGS (Marion Lancaster)
3. Provide SCT PowerPoint presentation to Maria (Berni Kenney) – Closed 9/7/04
4. Disseminate PowerPoint presentation to the group (Maria Hatcher) – Closed 9/7/04

Prepared by Maria F. Hatcher

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